

Business Administration

Pre – Apprenticeship Programme

You are about to embark on a Pre-Apprenticeship Programme which, when successfully completed, will increase your employability in business administration.

What is the content?

Certificate in Business Administration including;

- ▲ Working in business administration
- ▲ Using office equipment in a business environment
- ▲ Welcome visitors
- ▲ Making and receiving calls
- ▲ Creating business documents

Award in Employability and Personal Development covering;

- ▲ Effective Qualities and attitudes for Learning and Work
- ▲ Team Working Skills
- ▲ Interview Skills

Functional Skills in;

- ▲ Level 1 Maths, English or ICT

What will you achieve?

Completion of three qualifications specifically selected to increase employability in business administration

- ▲ Level 1 Certificate in Business and Administration
- ▲ Level 2 Award in Employability & Personal Development
- ▲ Level 1 Functional Skill in ICT

The programme will enable you to develop business administration proficiency and personal skills for employment and obtain the required skills, knowledge and understanding to enable you to access an Apprenticeship or employment through PETA

How long is the programme?

There are two options for this programme; 11 weeks or 15 weeks as follows:

15 week programme running in:

- ▲ Portsmouth on Tuesday and Wednesday 8.30 am to 5.00 pm (7.5 hours per day)
- ▲ Winchester on Wednesday and Thursday 8.45 am to 4.45 pm (7.5 hours per day)

11 week programme running in:

- ▲ Havant on Tuesday, Wednesday and Thursday 8.30 am to 4.30 pm (up to 7.5 hours per day)

Please note some selected Friday mornings once every 2 – 3 weeks will be required for short appointments.

Where can you go next?

- ▲ Progression onto an Apprenticeship
- ▲ Progression to employment

